



Analyst I

Details

Job ID : 324

Title : Analyst I

Job Code : 1301

Salary : \$3,338.00 (Monthly)

Grade : 13

Tenured : YES

Job Departments

- Budget and Policy - Budget

Purpose

PERFORMS DIVISION SPECIFIC ANALYSIS.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : None

Experience : 2 Years of Related Experience

Job Required Knowledge

- 2 YEARS OF RELATED EXPERIENCE MUST BE PROFESSIONAL EXPERIENCE IN A FIELD TO ASSIGNED DIVISION

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- SPREADSHEET APPLICATION SKILLS
- COMMUNICATION SKILLS

Job Duties

- ANALYZES DIVISIONAL DATA TO PERFORM NEEDS ASSESSMENT IN A VARIETY OF AREAS SUCH AS: BUDGETARY ALLOCATION, WORK FLOW, EFFICIENCY, PERFORMANCE STANDARDS, PROGRAM DEVELOPMENT
- ANALYZES UNIT OPERATING PRACTICES TO CREATE NEW PROCEDURES OR REVISE ESTABLISHED PROCEDURES
- MAY COORDINATE COLLECTION AND PREPARATION OF OPERATING REPORTS SUCH AS BUDGET EXPENDITURES AND STATISTICAL RECORDS OF PERFORMANCE DATA
- MAY PREPARE REPORT INCLUDING CONCLUSIONS AND RECOMMENDATIONS FOR SOLUTION OF PROGRAM INEFFICIENCIES
- MAY REVIEW AND ANSWER DIVISION SPECIFIC CORRESPONDENCE
- MAY SERVE ON A VARIETY OF COMMITTEES AND SERVE AS THE LIAISON BETWEEN GENERAL MANAGEMENT AND ASSIGNED DIVISION
- OTHER DUTIES AS ASSIGNED